

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Contract Analyst
Procurement Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Job Posting No: 00096913
Hours: Full-Time 40-hour Workweek
Salary: \$60,593 to \$78,332 Annually
Closing Date: January 21, 2011

Eligibility Requirement: **Candidates must have applied for and passed the Contract Analyst exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

General Knowledge: Knowledge of relevant state and federal laws, statutes, and regulations; knowledge of procurement practices and procedures, knowledge of principles and techniques of customer service delivery; knowledge of business law and its applicability to procurement, contracting and sales; interpersonal skills; oral and written communication skills; problem solving skills, some negotiation skills.

Preferred Skills and Ability: Ability to negotiate independently or with team assistance, have proven procurement skills including supply chain functions, understand current procurement policies and procedures, provide customer service.

Examples of Duties: Performs a range of procurement duties in such areas as product and service specification development; customer service delivery; marketing; contracting-negotiations; contracting-administration; problem solving; utilization of technology; ensures team success through motivation; support, training, and feedback, work closely with other teams to ensure success; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, two (2) most recent performance appraisals and a State of Connecticut Application Form for Examination or Employment (CT-HR-12) to:

Department of Administrative Services
HR Unit
165 Capitol Avenue, 5th Floor
Hartford, CT 06106
Attn: Eileen Morin
Or
FAX TO: (860) 713-7473

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.